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Report for Week Ending 30 December 1959
from



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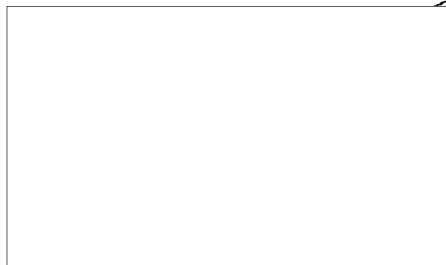
1. Contributions (Intangible)

- a. Evaluated and recommended nonadoption of Employee Suggestion 60-299, pertaining to printing a routing and record format on the reverse of stationery and certain forms used for correspondence.

2. Assignments - Active

- a. Support Bulletin Article on Shelf Filing - Revised the initial draft to emphasize advantages of modular shelving (Add-A-Shelf units).
- b. Courier Receipt and Log Record and Multipurpose Envelope.

Developed instructions on their use. These instructions are being coordinated with the Office of Security.
- c. Support Service Exhibit - Developed outline for a revised briefing for the 13 January exhibit. The briefing will be built around the slides used in our "Challenge of Records Management" talk.
- d. Publicity on Data-Guides - Received from Printing Services copies of our flier on Data-Guides. Discussed the use of Data-Guides with OTR Clerical Training Staff.
- e. RMS Files Maintenance - Screened out one cu. ft. of material from RMS files for retirement or destruction.



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